

**JOB TITLE:** Custodian  
**DEPARTMENT:** Building Maintenance

**GRADE:** W-1  
**DATE:** May 06

**ESSENTIAL FUNCTIONS:**

Functions as a member in overall municipal team to ensure effective and efficient municipal operations.

**DEFINITION:**

Responsible for routine custodial work in connection with the care and maintenance of public buildings; related work as required.

**SUPERVISION RECEIVED:**

Works under the direct supervision of the Superintendent of Buildings and Foreman.

**SUPERVISION EXERCISED:** None

**DISTINGUISHING CHARACTERISTICS:**

Works under direct supervision, although most work is done on a relatively independent basis. Subject to daily check for satisfactory completion.

Performs routine and repetitive custodian duties that may include a variety of minor maintenance or repair tasks with responsibility for the care of a public building when the immediate supervisor is off duty.

Exercises judgment in checking heating and ventilating equipment and in recommending and check on special repairs.

Makes personal contacts with other Town personnel and the general public.

Errors could result in damage to property or under certain conditions could cause injury to employees or the general public.

Frequent physical effort demanded in performing duties. Requires continuous walking, standing and climbing and working off staging under conditions at times subject to dirt, rain, snow or other disagreeable factors.

**EXAMPLES OF WORK:**

Sweeps, dusts, vacuums, scrubs, and mops rooms, walls, corridors, washrooms and toilets; polishes and cleans furniture, counter tops, shelves, floors and metal work; washes interior and exterior windows off of ladders and staging at all heights; strips and finishes floors.

Shovels snow, sands and sweeps walks and steps; keeps the building clean from litter; collects and disposes of rubbish; moves and sets up furniture and equipment; replaces interior and exterior lights and performs minor repairs on buildings, furniture and equipment; unpacks, stores and maintains inventory of necessary supplies; fills paper towel, toilet paper and soap dispensers.

**DESIRABLE QUALIFICATIONS;**

**Training and Experience:** High school graduate; three years experience in custodial work; or any equivalent combination of education and experience. A good knowledge in striping and finishing floors. Responsible for securing and opening various facilities.

**Knowledge, Ability and Skills:** Working knowledge of cleaning materials and methods. Ability to perform moderately heavy manual labor and to work from ladders and scaffolding. Skill below the journeyman level in performing preventive maintenance on plant and equipment. Must set up and move furniture for meetings.

**TOOLS AND EQUIPMENT USED:**

Floor buffers, steam cleaners, washers, vacuum, mops, brooms, dusting equipment; tools for minor repairs such as hammer, screw driver, pliers, putty knife, etc.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch and crawl. The employee is required to climb a ladder or staging and work off of them to clean, wash, or repair windows on the exterior and interior of a facility. The employee must frequently lift and/or move up to 40 pounds, and occasionally lift weights up to 60 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in high, precarious places and is occasionally exposed to wet, cold, heat, and/or humid conditions, fumes or airborne particles and toxic chemicals. The employee is occasionally exposed to the risk of electrical shock.

The noise level in the work environment is quiet to loud to occasionally very loud.

Revised: May 1995

Revised: June 2006